

APPROVED: 

DATE: 4/14/21

**MINUTES**

**EL RANCHO SIMI CEMETERY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**March 10, 2021  
2:00 pm**

**MEETING LOCATION:**

**The Meeting Was Held: Via Zoom.US  
Please refer to our website:  
Simipubliccemetery.com for Log-in Instructions**

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**1. CALL TO ORDER at 2:01 pm**

**2. ROLL CALL –**

<b>William Saunders</b>	<b>Chairman</b>	<b>Present</b>
<b>Ron Cammarata</b>	<b>Vice-Chairman</b>	<b>Present</b>
<b>Deborah Burdorf</b>	<b>Treasurer</b>	<b>Present</b>
<b>Paula Ryan-Apuzzo</b>	<b>Trustee</b>	<b>Absent</b>
<b>Steve Frank</b>	<b>Trustee</b>	<b>Present</b>

**3. AGENDA REVIEW – NO CHANGES**

**4. Approval of Minutes – Regular Meeting – February 10, 2021**

A motion was made to approve  
Moved by Vice-Chairman Cammarata  
Seconded by Trustee Burdorf  
**VOTE: 4:0**

**5. Public Comments**

Mrs. Teresa Jordan

**6. Treasurer – Report and Presentation of current Financial Statement**

Trustee/Treasurer Burdorf updated the board on the following topics:

- The Financial Transactions Report to the State Controller’s Office complete
- The Fund Balance is down a little at \$14,000, there is about \$30,000 less this year than last year due mainly to the water bill
- Vice-Chairman Cammarata stated he disagreed and added if you consider the paving that was installed last year at \$46,000, and we are \$19,000 less than last year, according to his calculations, therefore, the District is doing very well with staying on budget and keeping our costs down

**7. Manager’s Report – CMS gave a verbal report on the following:**

- Ossuary counts - An item will be added to the Manager’s report to include the Ossuary count

- Non-Resident Ossuary burials and what the Non-Resident fee would be – CMS will find out what the minimum non-residency fee is and how many non-residency fees were paid in the last fiscal year, CMS will find out from Cemsites how other Cemeteries handle the total count from their Ossuary burials

**8. Correspondence - Distribution and Review**

- Discussion was held regarding the Risk Management proposal from Harshwal & Associates, CMS will find out if the District's current Insurance has cyber liability coverage

**9. Old Business**

**a) Property Tax Review**

Property Tax – Trustee Frank stated the county says we will have to make our case in writing to the Supervisor to request an exemption, He also stated he believes the funds have been sent to the City of Simi Valley's general fund, He will contact Mayor Mashburn to request his assistance, Vice-Chairman Cammarata asked if the County Supervisor could assist since the monies are being sent out by the County, Trustee Frank said he would reach out to both Bob Huber the County Supervisor and Mayor Mashburn

**b) Hiring a surveyor to Map the Cemetery**

The CMS informed the board there are other companies that use ground radar, however, they cannot confirm burials only items, GeoModel is the only one known for this, carried to the next meeting to allow more research

**c) New Cemetery Sign**

CMS suggested getting a larger sign on the same pole where the current Cemetery sign is, CMS will do the research and make a report at the next meeting for the board to vote if they would like to move forward

**d) Contacting the County of Ventura to see if they will donate a Large Backhoe to the Cemetery**

Trustee Frank informed the board that the County has not been able to locate one yet but they are looking out of the state of California

**e) Yearly audit Price Increase –**

A motion was made to approve the increase with a notice to Harshwal & Associates requesting they be more responsive to our questions and concerns & to use the cover page suggested by the board and not their own cover page with their logo on it

Moved by – Trustee Frank

Seconded by – Vice-Chairman Cammarata

Vote: 4:0

**10. New Business**

**11. Risk Management – Analysis of Monthly Expenditures and Plot Sales**

A motion was made to approve the Risk Management Analysis– The CMS informed the board that the public has asked that the warrants not be read aloud during the meeting. Trustee Frank suggested that we attached a report of the warrants to the minutes to enter them into the record that way,

Moved by Trustee Burdorf

Seconded by Trustee Frank

VOTE: 4:0 unanimous

**12. Comments by Trustees**

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Chairman Saunders asked if there was any word on Trustee Ryan-Apuzzo and that he was a little concerned about her with the loss of her husband still so near,

**13. Closed Session –**

- Personnel Review – (CMS Yearly Review)  
Nothing to report

**14. ADJOURNMENT – at 3:12 pm**

**Next meeting: April 14, 2021 at 2:00 pm**  
**Location TBD**